



JOB DESCRIPTION

Position Title: **Senior Coordinator**

Working Area: **Utility Operations**

Class Code: 5310

Non-Exempt

EEO Code: 03

Effective Date: August 30, 2002

Major Function

Supervisory work in the operation and maintenance of County owned water and/or wastewater treatment systems.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Supervises the operation, maintenance, and repair of water and/or wastewater treatment facilities. Approves process control adjustments where necessary to maintain optimum treatment capabilities.

Assures emergency action will be available on a 24-hour basis to provide continuous service for the safety and welfare of the public.

Maintains accurate records and files on facilities operations and maintenance. Submits required reports to the proper agencies and to supervisors as required.

Develops, administers, and maintains an inventory control program of parts, supplies, tools, chemicals, laboratory supplies and equipment purchased/used in the collection, treatment, and distribution facilities.

Provides technical guidance and monitors activities of field personnel in pollution control and water quality programs. Supervises troubleshooting operations.

Reviews engineering plans and specifications for system improvements. Participates in the selection of Engineering Consultants and the development of project specific scope of services.

Provides appropriate training and instruction to subordinate personnel in the proper operation and maintenance of treatment facilities.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Extensive knowledge of water and wastewater treatment facilities and Florida Department of Environmental Protection, U.S. Environmental Protection Agency, St. Johns River Water Management District, and Health Department regulations. Thorough knowledge of the operation, maintenance, and repair of water and wastewater treatment facilities. Knowledge of hydraulics, sanitary engineering, and environmental chemistry.

Ability to effectively plan, organize, and supervise assigned personnel. Ability to communicate effectively both orally and in writing.

Bachelor's Degree in Environmental Sciences or Engineering is preferred, but not required, and five (5) years' responsible experience in water and/or wastewater operations.

Must possess and maintain a valid Florida Driver's License.

Must possess a Florida Class "A" Water and/or Wastewater certification at time of hire.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is generally a water/wastewater treatment facility. The incumbent may be exposed to high noise levels, chemicals and other job hazards. Most duties are performed while sanding or walking through a water/wastewater treatment facility. Duties performed outside the office may require prolonged standing or walking. Must be able to climb minimum 20 foot vertical ladders and lift heavy objects.